



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: October 17, 2005

Final Filing Date: Until Filled

Contact/Telephone:

Catherine Schumacher, (916) 323-8472

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses, with a grade point average of 2.0 or better. Must provide copies of transcripts. Students who do not provide copies of transcripts will not be considered.

*FREE PARKING PROVIDED

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4870-960
Ref 1017.CSU 3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Supervising Program Technician I, the candidate will be introduced to specific career related functions associated with the Unclaimed Property Program. Once sufficient training is provided, it is anticipated that the candidate will be functioning in a technical capacity learning the necessary skills associated with public services. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Receive telephone inquiries from the public requesting various information pertaining to the State's Unclaimed Property Program;
- Type information into a personal computer that is linked to the State Controller's Office Database;
- Prepare and mail claim forms;
- Forward complaints and/or complex inquiries to the appropriate staff member;
- Act as a back up for the division of collections reception desk, which includes greeting the public and forwarding calls to the appropriate staff person;
- Assist with addressing and mailing of letters.

DESIRABLE QUALIFICATION:

- Ability to speak in Spanish is preferred but not required.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections

3301 C Street, Suite 712

Sacramento, CA 95816

Attn: Catherine Schumacher

Reference Number 1017.CSU 3, 051-550-4870-960 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).